

Department of Human Services
Division of Rehabilitation Services
Job Announcement
Director of the Disability Determination Services Program

The Tennessee Disability Determination Services (DDS) is a program within the Division of Rehabilitation Services in the TN Department of Human Services. DDS operates by agreement between the State of Tennessee and the Social Security Administration to process Social Security and Supplemental Security Income disability claims for the state. Under the direction of the Assistant Commissioner for Rehabilitation Services, the Director of DDS oversees the day to day administrative duties of the program which includes an annual operating budget of \$50 million dollars and over 500 employees.

This position is ultimately accountable for the delivery of services, implementation of SSA expectations for claims processing, adherence to federal policies guiding disability determinations as well as operations in conjunction with the TN Department of Human Services. The Director leads the management team in the establishment of short and long-term goals, priorities and deadlines consistent with the objectives of SSA's disability claims program. He/she is responsible for developing and cultivating an environment that promotes a timely and accurate approach to claim processing which supports the Department's mission.

Minimum Qualifications

- Graduation from an accredited four year college or university **and** five years of progressive experience in a disability determination unit, at least three years of which were in a disability determination supervisory capacity
- A comprehensive knowledge of the Social Security Administration policies, regulations and operational guidelines for disability claims adjudication
- Experience in establishing effective working relationships with the Federal agencies, State agencies, local Social Security offices, Congressional staff, claimants, advocates, and the general public

Preferred Qualifications

- Five or more years working for a state/federal Disability Determination program
- Master's degree in public administration, business administration or public policy

Location: Nashville, Tennessee

Travel: Occasional

Salary: Commensurate with experience and qualifications

Please send resume and letter of interest to Cherrell Campbell-Street at Cherrell.Campbell-Street@tn.gov by **July 15, 2014.**